PROPOSAL SOLICITATION PACKAGE

FOR

INTEGRATED REGIONAL WATER MANAGEMENT AND

INTEGRATED COASTAL WATERSHED MANAGEMENT

PLANNING GRANTS

FROM

INTEGRATED REGIONAL WATER MANAGEMENT GRANT PROGRAM

AUTHORIZED UNDER

PROPOSITION 50, CHAPTER 8

MARCH 2005





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ACRONYMS USED IN THIS PROPOSAL SOLICITATION PACKAGE

CEQA California Environmental Quality Act

CSV Comma Separated Values

CWC California Water Code

DCR Disadvantaged Community Ratio
DWR Department of Water Resources

FAAST Financial Assistance Application Submittal Tool

ICWM Integrated Coastal Watershed Management

IRWM Integrated Regional Water Management

MB Mega Bytes

MHI Median Household Income

PIN Proposal Identification Number
PSP Proposal Solicitation Package

RFMF Reduced Funding Match Factor

RTF Rich Text File

Regional Water Board Regional Water Quality Control Board
State Water Board State Water Resources Control Board

USCB United States Census Bureau

I. INTRODUCTION

Proposition 50, the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002, was passed by California voters in November 2002. It amended the California Water Code (CWC) to add, among other articles, § 79560 *et seq.* authorizing the Legislature to appropriate \$500 million for Integrated Regional Water Management (IRWM) projects. The intent of the IRWM Grant Program is to encourage integrated regional strategies for management of water resources and to provide funding, through competitive grants, for projects that protect communities from drought, protect and improve water quality, and improve local water security by reducing dependence on imported water. The IRWM Grant Program is administered jointly by the Department of Water Resources (DWR) and the State Water Resources Control Board (State Water Board) and is intended to promote an integrated and regional approach to water management.

Planning Grants will be provided to eligible applicants to develop new, or to complete new or update existing, IRWM Plans or Integrated Coastal Watershed Management (ICWM) Plans that meet the requirements of the IRWM Grant Program Guidelines (Guidelines), November 2004, and this Proposal Solicitation Package (PSP). Proposals that would develop, complete, or modify a component of an IRWM Plan are also eligible. This PSP has been prepared to allow the opportunity to seek financial assistance for such planning grants. Approximately \$12 million is available for planning grants during this funding cycle; \$2 million of which is allocated for ICWM Plans. Each grant is limited to a maximum of \$500,000. This solicitation is a one-step application process. DWR and State Water Board will evaluate the IRWM Planning Grant applications in accordance with the Guidelines and this PSP.

The Guidelines establish the process used to solicit applications, evaluate proposals, and award grants under this Grant Program. The Guidelines are posted on both the DWR and State Water Board websites at:

http://www.grantsloans.water.ca.gov/grants/integregio.cfm

http://www.waterboards.ca.gov/funding/irwmgp/index.html

Prospective applicants for IRWM or ICWM Planning Grants should read this PSP and the entire IRWM Grant Program <u>Guidelines</u>. Specific emphasis should be directed to the IRWM Plan Standards (Appendix A of the <u>Guidelines</u>) and to the Planning Grant evaluation criteria (Section B.2 of the <u>Guidelines</u>) to ensure that the submittal will meet the grant program requirements.

II. APPLICATION INSTRUCTIONS

This section provides instructions for preparing and submitting an application. The section consists of three subsections: How to Submit, What to Submit, and Requirements for Attachments. It is important that the applicant follow the Application Instructions to ensure their application will address all of the required elements. Applicants are reminded that once the application has been submitted to DWR and State Water Board, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived.

A. How To Submit

Applicants must submit a complete application on-line using the State Water Board Financial Assistance Application Submittal Tool (FAAST). The on-line FAAST application for the Planning Grant can be found at the following secure link:

https://faast.waterboards.ca.gov.

The on-line application will be available no later than March 30, 2005.

Applicants are encouraged to review the FAAST User Manual and Frequently Asked Questions, available at the above link, prior to creating a user account and completing the on-line application. When an applicant has created a user account and begins to fill out an application, FAAST assigns a unique proposal identification number (PIN). Applicants should make note of this number as it is used when an applicant needs technical assistance with FAAST.

FAAST allows an applicant to save an application in progress on-line and then submit the application only when the applicant has gathered and entered all required information. At the time the application is submitted, an automated confirmation e-mail will be sent to the applicant confirming date and time of submission. Applicants are strongly encouraged to avoid last minute submittals to allow time for FAAST staff assistance should any submittal problems occur.

To print out a blank copy of the entire application:

- 1. Initiate a new application and fill out the following three fields on the first page: "Project Title," "Project Description," and "Responsible Regional Board." Applicants can come back to edit these fields later.
- 2. Click on the "save and continue" button to initiate the application process.
- 3. Click on the "Preview/Submit Application" button and select the "Print" option from the browser "File" menu.

Non-profit Organizations: If the applicant is a non-profit organization, the applicant must use the organization name that is registered with the California Secretary of State: http://kepler.ss.ca.gov/list.html

If a different name was initially used, please see <u>FAAST User Manual</u>, Section V.A (<u>https://faast.waterboards.ca.gov</u>) for instructions on changing the name.

- Applicants must use the FAAST system to submit an application. A complete application must be submitted no later than 5 p.m. on **May 12, 2005**.
- ♦ If an applicant has a question or problem with FAAST, please contact FAAST staff by phone at 1-866-434-1083, Monday through Friday, 8am 5pm, or by e-mail at faast_admin@waterboards.ca.gov.
- ♦ If an applicant has a question as to the content or information requested in the PSP, please contact: Mr. Joe Yun, DWR, at (916) 651-9222 (<u>jyun@water.ca.gov</u>) or Mr. Sudhakar Talanki, State Water Board, at (916) 341-5434 (<u>stalanki@waterboards.ca.gov</u>).

The grant application in FAAST consists of seven sections outlined below in <u>Table 1</u> – FAAST Checklist. Within FAAST, pull down menus, text boxes, or multiple-choice selections will be used to receive answers to the questions. The checklist below is provided as a way for applicants to ensure they have submitted the required information. FAAST will allow applicants to type text or cut and paste information from other documents directly into a FAAST submittal screen.

	Table 1 – FAAST Checklist			
1.	GENERAL INFORMATION			
	The following fields must be completed:			
	Project Title - Provide title of the proposal. If this item is not completed FAAST will not accept the application.			
	<u>Project Description</u> – Provide a brief description of the proposal, approximately 1-2 paragraphs (max. 1,000 characters). If this item is not completed FAAST will not accept the application.			
	<u>Project Director</u> – Provide name and details of the person responsible for executing grant agreement for applicant. Subcontractors that will be paid by the grant cannot be listed as the Project Director.			
	<u>Grant Funds Requested</u> – Provide amount of grant funds requested for the proposal in dollars.			
	<u>Local Cost Match</u> – "Local Cost Match" is the same as "Funding Match" in the Guidelines. Provide Funding Match for the proposal in dollars. <u>Exhibit G</u> of this PSP provides additional information regarding Funding Match requirements. Applicants must demonstrate that a 25% funding match will be provided, or request a waiver, or reduction of the funding match and submit a signed Certification of Understanding (<u>Exhibit E</u>).			
	<u>Total Budget</u> – Provide total cost for the proposal in dollars. This amount must agree with the total proposal costs shown in Attachment 3 of the application.			
	<u>Latitude/Longitude</u> – Enter Latitude/Longitude coordinates of the approximate mid-point of the region in degrees using decimal format. Additionally, applicants must also submit a digital geographic file (NAD27 UTM10 shape file) with Attachment 3.			

	Table 1 – FAAST Checklist		
	$\underline{\text{Watershed}}$ – Provide name(s) of watershed(s) the region covers. If the region covers multiple watersheds, list the primary watershed first.		
	<u>County</u> – Provide county where the region is located. If the region covers multiple counties, select "Multiple Counties" from the drop down list.		
	<u>Responsible Regional Water Board</u> – Provide the Regional Water Board where the region is located. If the region extends beyond more than one Regional Water Board boundary, select "Statewide" from the drop down list. If this item is not completed FAAST will not accept the application.		
2.	FUNDING PROGRAMS		
	Applicants must select the type of Planning Grant for which they are applying: IRWM Planning Grant or Integrated Coastal Watershed Management Planning Grant. Applicants may select both, if applicable. If this item is not completed FAAST will not accept the application.		
3.	LEGISLATIVE INFORMATION		
	Enter the State assembly, State senate, and U.S. congressional districts where the region is located. For regions that include more than one district, please enter each district. Look at tables provided in FAAST to assist with determining the appropriate districts.		
4.	AGENCY CONTACTS		
	If the applicant has been collaborating with State or Federal agencies (e.g., DWR, Regional Water Board, State Water		
	Board, U.S. Environmental Protection Agency, etc.) in proposal development, please provide agency name, first and last name of agency contact, phone number, and e-mail address. This information is used to identify individuals that		
	may have an understanding of a proposal and in no way indicates an advantage or disadvantage in the ranking process.		
5.	COOPERATING ENTITIES		
	Include entities that have/will assist applicant in proposal development or implementation. Provide name(s) of		
	cooperating entity(ies), role/contribution to proposal, first and last name of entity contact, phone number, and e-mail address.		
6.	APPLICATION QUESTIONNAIRE		
	When entered into FAAST the answers to these questions will be used in processing the application and determining eligibility and completeness.		
	Q1. Additional Information: Based on the region's location, what is the applicable DWR district (Northern, Central, San Joaquin, or Southern)? The following link can be used to view each district's boundaries: http://www.water.ca.gov/nav.cfm?topic=Local Assistance&subtopic=Groundwater.		
	Q2. Additional Information: What are the names and numbers of the groundwater basins underlying the region? The following link can be used for further information on groundwater basin names and numbers: http://www.groundwater.water.ca.gov/bulletin118/ .		
	Q3. Additional Information: For a region that encompass multiple counties, list the name of each county.		
	Q4. Additional Information: For a region that extends beyond more than one Regional Water Board boundary, list the name of each Regional Water Board.		
	Q5. Additional Information: Is the applicant requesting a waiver or reduction of the funding match based on disadvantaged communities? If yes, please submit Attachments 4 and 5. If Attachments 4 and 5 are not submitted,		
	the application will not be considered for a waiver or reduction of the funding match.		
	Q6. Eligibility: Is the applicant a public agency or non-profit organization as described in Section III of the Guidelines? Yes or No.		
	Q7. Eligibility: List the regional agency or regional water management group members that qualify as urban water suppliers and which will receive funding from the proposed grant (see Section III of the <u>Guidelines</u>). If there are none, so indicate.		
	Q8. Eligibility: Have all of the urban water suppliers, listed in Q7 above, submitted complete urban water management plans to DWR? Have those plans been verified as complete by DWR? If not, explain.		
	Q9. Major Water Issues: Briefly describe the major water related issues within the region.		

Table 1 – FAAST Checklist					
	Q10. Objectives:	Briefly describe the objectives for the IRWM plan.			
	Q11. Adoption D	pate: Identify the adoption date or anticipated adoption date of the IRWM Plan.			
	Q12. Stakeholder Item 5 above.	ers: List and major stakeholders that are/will participate in the IRWM Plan that were not listed in			
	Q13. Completene	ess: Have all of the fields in the application been completed? If no, please explain.			
7.	Provide the attach the naming conve	ATTACHMENTS hments listed below by attaching files to the FAAST application. When attaching files, please use ention found in Section II.B of this PSP. For instructions on attaching files, please refer to the nual. Requirements for information to be included in these attachments are found in Section II.C of			
	Digital files and reports should be furnished in non-proprietary formats. Documents with complex layout and formatting should be submitted in PDF format. Embedded images in PDF files should be reduced to web resolution of 72-100 dpi. Text only documents should be submitted in Rich Text File (RTF) format if possible. MS Word (.doc) format should only be used when features are needed that are not available within RTF. Data files should be submitted in non-proprietary formats such as comma separated values (CSV), tab delimited, or other text delimited formats. MS Excel (.xls) format should only be used when features are needed that are not available in non-proprietary formats.				
ļ	Maps, photographs, documents, and reports should be formatted with no component larger than 5MB. Document greater than 5MB should be divided into their parts (e.g., cover page, table of contents, chapters, figures, photographedices).				
ļ	All spatial data should be submitted along with adequate metadata. Metadata should include information fields such as processing steps, geographic projection, attribute field definitions, spatial resolution, data description and contact person.				
		Spatial data in raster format should be submitted in GeoTiff with embedded spatial metadata. Spatial data in vector format should be submitted in Shape file or Geography Markup Language (GML) format.			
		larger than 5MB may be submitted on CD. They must be mailed to State Water Board and must be application due date. CDs received after the due date will not be accepted. The mailing address			
	State Water Resources Control Board Division of Financial Assistance Sudhakar Talanki 1001 I Street, 16 th Floor Sacramento, CA 95814				
		include your Organization Name, Project Title, Grant Program Name, and PIN on each CD			
	Attachment #	Attachment Title			
	Attachment 1	Authorizing Documentation			
	Attachment 2	Eligible Applicant Documentation			
	Attachment 3	Work Plan			
	Attachment 4	Disadvantaged Community Supporting Information Submit only if requesting a waiver or reduction of the funding match			
	Attachment 5	Certification of Understanding – Reduced Funding Match Request			

B. What to Submit

The majority of the proposal content will be contained in the attachments. The Guidelines contain descriptions of IRWM Plan standards and required planning grant proposal content. The IRWM Plan Standards (Appendix A of the Guidelines) and the proposal content section of the Guidelines (Appendix B of the Guidelines) as well as this PSP must be followed in developing attachments.

FAAST tracks attachments by an **attachment title**, **not file name**. When uploading an attachment in FAAST the Attachment Title naming convention is as follows:

Att#_PG_AttachmentName_#ofTotal#

Where "Att#" is the attachment number; "PG" for planning grant; "AttachmentName" is the name for the attachment number as specified below in Section II.C (Requirements for Attachments); and "#ofTotal#" allows the reviewer to know how many files make up an attachment, where "#" is the number of a file and "Total#" is the total number of files submitted in the attachment. For example, Attachment 3 - Work Plan is made up of 6 files, the fourth file in the set would be named: Att3 PG WorkPlan 4of6.

The file name section in FAAST requires a computer path to the file location on the applicant's computer. While there is no specific naming convention given here for the file name, applicants should consider using a similar name to the attachment title to simplify personal file management. **Do not use special characters such as dashes, asterisks, symbols, spaces, percentage signs, etc. Underscores are acceptable, as shown above.**

C. Requirements for Attachments

Applicants are required to submit Attachments 1 through 3 to complete the IRWM Planning Grant proposal. Attachments 4 and 5 must be submitted if the applicant is seeking a waiver or reduced funding match based on the participation of disadvantaged communities. A discussion of each of these attachments is provided below.

ATTACHMENT 1. AUTHORIZING DOCUMENTATION

For the "AttachmentName" in the naming convention above use "AuthDoc" for this attachment.

Provide a copy of documentation, such as a resolution adopted by the applicant's governing body, designating an authorized representative to file an application for an IRWM Planning Grant and enter into an agreement with the State. Exhibit A of this PSP contains an example authorizing resolution.

ATTACHMENT 2. ELIGIBLE APPLICANT DOCUMENTATION

For the "AttachmentName" in the naming convention above use "EligDoc" for this attachment.

The applicant must submit a written statement containing the appropriate information outlined in Exhibit B of this PSP for the type of agency or organization submitting the application.

ATTACHMENT 3. WORK PLAN

For the "AttachmentName" in the naming convention above use "WorkPlan" for this attachment.

This attachment will contain the information used for proposal ranking. While an applicant does not have to follow a specific outline, a work plan should consist of essentially four main sections: background, work items, work budget, and work schedule. Exhibit C of this PSP contains additional information on each of the four sections. Exhibit D provides detailed information and examples of how to calculate the funding match that must be included in the budget contained within the Work Plan. In creating Attachment 3, the applicant must address items C through O as outlined in Appendix B.1 of the Guidelines.

Applicants may also consider including a discussion of how their proposal addresses the nine elements of a watershed-based plan, as stipulated by the U. S. Environmental Protection Agency for Clean Water Act Section 319(h) funding. Although this is not required for the IRWM Program, it is complementary and could provide flexibility to qualify for future funding of non-point source pollution control implementation projects. Additional information on Section 319(h) funding is available on the State Water Board website at:

http://www.waterboards.ca.gov/funding/irwmgp/9elements.html

If the proposal assists in meeting one or more of the CALFED Bay-Delta Program goals, the applicant must demonstrate that the proposal is consistent with the CALFED Programmatic Record of Decision and how the proposal will be implemented, to the maximum extent possible, through local and regional programs (See Section IV.F of the Guidelines).

ATTACHMENT 4. DISADVANTAGED COMMUNITY SUPPORTING INFORMATION

For the "AttachmentName" in the naming convention above use "DACInfo" for this attachment.

Attachment 4 must include information regarding the methodology and data used in support of a waiver or reduced Funding Match. Please see <u>Exhibit D</u> of this PSP for the requirements that must be addressed for consideration of such a reduction.

ATTACHMENT 5. CERTIFICATION OF UNDERSTANDING

For the "AttachmentName" in the naming convention above use "Cert" for this attachment.

If the applicant is requesting a waiver or reduction of the funding match, a signed copy of <u>Exhibit E</u> – Certification of Understanding must be submitted as Attachment 5.

III. Application Review Process

Applications will first be screened for eligibility and completeness in accordance with Section V of the <u>Guidelines</u>. The information provided by applicants in FAAST, as well as Attachment 2 of the application, will be used in determining completeness and eligibility. All complete and eligible applications will then be evaluated as described below.

A. Evaluation Criteria

Applications that are complete and eligible will be scored based on the evaluation criteria stated in Table B-1 of the <u>Guidelines</u>. The evaluation criteria are summarized in <u>Table 2</u> of this PSP. Each criterion will be scored on a scale of 1 to 5 with a 1 being "low" and a 5 being "high". Points will be assigned to the application for each criterion as follows:

- A score of 5 points will be awarded where the criterion is fully addressed with thorough and well-presented documentation and logical rationale.
- A score of 4 points will be awarded where the criterion is addressed but is not supported by thorough documentation or sufficient rationale.
- A score of 3 points will be awarded where the criterion is less than fully addressed and documentation and/or rationale are incomplete or insufficient.
- ♦ A score of 2 points will be awarded where the criterion is marginally addressed.
- A score of 1 point will be awarded where the criterion is not addressed or no documentation or rationale is presented.

The score for each criterion will then be multiplied by the weighting factor shown in <u>Table 2</u> of this PSP.

The evaluation criterion labeled "Funding Match" is a Pass/Fail ranking. For Planning Grants, all applicants must provide a funding match of at least 25% of the total cost of the proposal or provide the requested information pertaining to disadvantaged communities, a proposed waiver or reduction in the funding match, and a signed Certification of Understanding (provided as Attachments 4 and 5 of the application). If the application fails this criterion, the application will not be score or considered for funding. See also Exhibit G of this PSP.

Table 2 - Evaluation Criteria Summary			
Criteria	Weighting Factor	Range of Possible Points	
Funding Match			
This evaluation will focus on whether the applicant has demonstrated ability to meet the minimum funding match or has requested a waiver or reduction in the funding match. The funding match will be presented in the budget contained in Attachment 3. For applicants requesting a waiver or reduction in the funding match, Attachments 4 and 5 must also be submitted.	Pass/Fail		
Work Plan	3	3-15	
Description of Region	1	1-5	
Objectives	2	2-10	
Integration of Water Management Strategies	2	2-10	
Implementation	2	2-10	
Impacts and Benefits	2	2-10	
Data and Technical Analysis	1	1-5	
Data Management	1	1-5	
Stakeholder Involvement	1	1-5	
Disadvantaged Community	1	1-5	
Relation to Local Planning	1	1-5	
Agency Coordination	1	1-5	
Range of Total Possible Points	18 - 90		

B. Review Process

The review process is discussed in detail in Section V.G of the **Guidelines**.

IV. SCHEDULE

The schedule below shows the program timeline from release of the Final Planning Grant PSP through the award of funding for this funding cycle. Updates for the events listed in this schedule may be required. When finalized, an updated schedule will be posted on both the DWR and State Water Board web sites. Updates may also be advertised through fliers, e-mail announcements, and news releases. Parties that are not already on the mailing list and wish to receive updates on the IRWM Grant Program should e-mail contact information to:

dfa_grants@waterboards.ca.gov

Table 3 - IRWM Planning Grants Proposal Solicitation Process and Schedule		
Milestone or Activity	Schedule	
IRWM Planning Grant Applicant Workshop		
California Environmental Protection Agency		
1001 I Street, Second Floor		
Coastal Hearing Room	March 22, 2005	
Sacramento, CA 95814	March 22, 2005 10 a.m.	
This meeting will be web broadcast for Internet access at:	10 a.m.	
http://www.calepa.ca.gov/broadcast		
During this meeting, questions or comments may be e-mailed to:		
dfa_grants@waterboards.ca.gov		
IRWM Planning Grant Applicant Workshop		
Central Coast Regional Water Quality Control Board Office	Manah 20, 2005	
Watershed Room 1 – 3	March 30, 2005 10 a.m.	
895 Aerovista Place	10 a.m.	
San Luis Obispo, CA 93401		
IRWM Planning Grant Applicant Workshop		
California Towers Building	April 4, 2005	
3737 Main Street, Suite 200	10 a.m.	
Riverside, CA 92501		
IRWM Planning Grant Applicant Workshop		
Elihu Harris Building, Auditorium	April 7, 2005	
1515 Clay Street	10 a.m.	
Oakland, CA 94612		
Planning Grant applications must be submitted via FAAST to State Water Board by 5:00 p.m. Applications submitted after 5 p.m. on the due date will not be reviewed or considered for funding.	May 12, 2005	
Public meeting to discuss initial funding recommendations.	September 2005	
DWR and State Water Board approve final grant awards.	October 2005	